



Position Vacancy

RFP #23-106-01

Position: Economic Development Specialist and Planner

Department: Planning and Community Development

Salary Range: M8: \$73,532 – \$78,032

Schedule: Monday, Wednesday & Thursday 8:30am to 5:00pm
Tuesday 8:30am to 7:00pm
Friday 8:30am to 12:30 pm
Hours per week: 37.5 (Plus occasional evening meetings)

Position Purpose:

The newly created position of Economic Development Specialist and Planner serves a key role in the Planning and Economic Development Division involving professional technical assistance to senior staff and elected and appointed officials; development of new planning procedures; preparing written project analysis; developing and managing data collection tools; and managing consultant contracts including scope-of-work and budgets. Duties also include facilitating and administering the City of Framingham's economic development activities, strategies and goals, recruiting and retaining businesses, increasing the commercial and industrial tax base, and working with multiple stakeholders to maintain economically-vibrant business districts to strategically position the City to compete regionally for economic development. This position reports to the Director of Planning and Community Development and works closely with the Planning and Community Development staff and the City's senior staff.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Work to ensure Framingham is a forward-thinking, creative community that is welcoming to innovation and a diverse business community.
2. Establish and maintain a working knowledge of available and potentially available commercial sites and opportunities.
3. Engage with current and potential property owners, businesses, and the real estate community. Build relationships with the business community in and outside of Framingham to attract economic development to Framingham.
4. Solicit businesses in line with City master plans to encourage their location in Framingham.
5. Facilitate the implementation of economic development priorities as identified in City plans, policies and as assigned. Convert ideas into action plans to effectuate economic development outcomes.
6. Perform professional and administrative work for other projects as assigned.
7. Provide guidance related to development incentives, regulations, and application procedures.
8. Research and create reports to keep local officials informed of potential economic development issues, problems, trends, opportunities, and economic indicators.
9. Maintain and present economic data on businesses and commercial real estate.
10. Address business and civic groups on economic development issues.
11. Build a network of property owners, real estate agents and developers.
12. Assist in the development and maintenance of economic development messaging and targeted marketing materials for the City's website, social and other media.
13. Provide a range of customer service assistance as needed to applicants throughout the permitting process of development projects.

14. Participate in pre-development review meetings to facilitate regulatory and permitting requirements for applicants.
15. Recommend and assist with coordination of city capital improvements
16. Track development interest and success.
17. Attend and participate in internal and external meetings, some of which may be before or after normal business hours.
18. Coordinate and participate in related special events.
19. Serve as primary contact for business development inquiries.
20. Cultivate and maintain strong, professional working relationships with a range of community stakeholders to support economic development.
21. Review current policies and suggest adjustments and changes to relevant City staff.
22. Collaborate with community partners, stakeholders and City staff to develop and promote goals and objectives contained within the City's Economic Development Action Plan.
23. Update and publish relevant information utilizing web-based applications and other tools as needed to promote goals and objectives of ongoing projects including available locations for Sale or lease.
24. Engage local and state business representatives and pursues grant funding opportunities.
25. Maintain a business development tracking system on leads, inquiries, requests and projects throughout full life cycle of proposals and pre-development activities and prepare reports on outcomes.
26. Research analyses and trends, and prepare corresponding reports and recommendations

Qualifications:

- Bachelor's degree with 5 years of equivalent experience is required
- Master's Degree in Planning, Economic Development, Real Estate or related fields is strongly preferred
- Must possess knowledge of Massachusetts general laws and of the principle practices of public administration, and community and economic development
- Knowledge of local, regional and area market conditions relative to economic development potential and opportunities
- Knowledge of business planning and market analysis, as well as economic and business promotion
- Excellent verbal and written communication skills
- Excellent interpersonal, collaboration and diplomacy skills
- Strong desire and ability to work with people of various cultural backgrounds
- The ability to:
 - demonstrate a high level of resourcefulness, creativity, discretion, and negotiating skills
 - promote and develop marketing materials and strategies
 - establish and maintain professional working relationships with staff and supervisors
 - deliver a high level of customer service to business owners, community stakeholders and City leaders
 - review leases, pro forma reports, and other legal/financial documents used in the field of real estate development
 - maintain confidentiality, problem solve, multi-task, and prioritize

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Skills:

Moderate physical demands are required to perform the essential functions of the position. Work effort principally involves walking to perform work tasks, with intermittent periods of stooping, sitting, kneeling, twisting, and reaching with hands and arms, and significant periods of time either crouching or standing. There may also be some occasional lifting and carrying of objects up to 30 pounds. Employee may be required to walk several miles over uneven terrain during the course of the day to perform job duties. The employee will spend a considerable amount of time outside, in all types of weather.

Motor Skills:

Position requires the application of basic motor skills for activities including but not limited to operating a motorized vehicle, lawn mower, weed whacker, vegetation pruning tools, and watercrafts.

Visual Skills:

The employee is required to be outside in all weather, which may include instances of glare or harsh sunlight.

Supervision Required:

The Manager carries out regular work under the supervision of the Conservation Agent and the Director of the Planning and Community Development Division.

Supervisory Responsibility:

The Manager provides field supervision of seasonal conservation crew.

Work Environment:

Employee may be required to perform various field work in all weather conditions, and may be required to work beyond normal business hours occasionally. Employee provides field supervision of seasonal conservation crew throughout summer season and related seasonal weather conditions.

Occupational Risk:

Duties of the job present a small risk of injury to the employee. Risk exposure is similar to that found in various field work tasks during the summer months including exposure to extreme weather conditions, ticks, and poison ivy.

Accountability:

Consequences of errors or poor judgment may include injury to persons or equipment. Employee is accountable for the actions of the seasonal conservation crew, including health and safety requirements.

Judgment:

Numerous standardized practices, procedures or general instructions govern the work performed and, in some cases, may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice or procedure, regulation or guideline.

Complexity:

The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the assignment and/or the information involved, or sought, in a particular situation.

Nature and Purpose of Relationships:

Relationships are primarily with co-workers and the public. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with uncooperative or uninformed persons.

(This job description does not constitute an employment agreement between the employer and Employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)

The City of Framingham is committed to the ongoing pursuit of strategic diversity initiatives that help to position diversity, equity, and inclusion as central to municipality and community-wide excellence in the City of Framingham. In doing so, Framingham strives for a city culture and environment that fosters a true sense of belonging for all, provides opportunity for everyone to participate equally and fully in the city, their communities and neighborhoods in ways that helps to develop each individual's capacity to confidently and competently engage within and across difference. Given an evolving national context and the richness in the demographic and linguistic profile of our city, the City of Framingham has made a significant commitment to addressing and enhancing its community climate, culture and multiplicity of service capabilities as a city.

Please visit our website:

www.framinghamma.gov/jobs

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